

Our Lady of Guadalupe - Helotes
2022 SPRING FEST "A PARISH FAMILY EVENT"
FESTIVAL BOOTH INFORMATIONAL FLYER

Festival Date: Sunday, May 15, 2022
Festival Time: 11:00 AM to 7:00 PM
Festival Location: 13715 Riggs Road – Helotes, TX 78023

Booth Application Dates: February 1, 2022 thru May 6, 2022
OR Until ALL spaces have been sold.

Applications MUST be submitted in person at:

O.L.G.-Helotes Parish Office
13715 Riggs Rd.
Helotes TX 78023

Monday thru Friday - 9:00 AM-12 PM & 1:00 PM-5:00 PM; Tuesday – 1:00 PM-5:00 PM

Booth Opportunities for:

- O.L.G.-Helotes Parish Ministries & Organizations to promote, raise ministry monies, and build community.
- Parishioners to promote and grow their small-owned or home businesses and build community.
- Community Vendors to promote and grow their businesses, and build community.

Booth Options (pricing listed on application):

- OUTDOOR BOOTH – 10 x 10 Space – Located in field adjacent to Rectory – NO tables, chairs, canopies or electricity will be provided
- INDOOR BOOTH – Located in the classrooms of our Parish Hall – A/C & electricity provided. LIMITED # of classroom spaces available.

NO OUTSIDE FOOD OR DRINK VENDORS WILL BE ALLOWED. The sale of food and drinks will ONLY be conducted by the Parish. ALL food and drink proceeds will benefit the Parish's General Fund. We reserve the right to REJECT any item or items deemed inappropriate.

Some Suggested Activities/Items to Sell

- Handmade crafts (sewing, knitting, etc.)
- Artwork
- Jewelry
- Woodworking
- Tools
- Antiques & Collectibles
- Home business items (Avon, Mary Kay, Candles, etc.)
- Balloon Animals
- Craft Kits to make
- Toys
- Baby clothes & accessories
- Rummage Sale items

Some Inappropriate Items to Sell

- Outside food and drinks
- Items that cannot be contained in 10 x 10 space
- Inappropriate games and music
- Guns or knives
- Spray paint
- Inappropriate clothing
- Pornographic material
- Dangerous substances
- Illegal substances
- Pharmaceuticals
- Pharmacy items
- Livestock
- Live animals

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Booth Assignment & Posting:

Booths will be located in the field next to the Rectory or in the Parish Hall and assignments will be posted at event. You will receive a confirmation letter via email once your booth has been assigned. Each vendor may bring table, canopy, and chairs. Each vendor is responsible for the booth space at all times and must bring adequate monetary change. Booths must remain setup during festival hours. Everything, including signs, has to remain inside 10x10 space. We will hold this event rain or shine.

Booth Check-In & Setup Time: 9:00 AM to 10:45 AM

Vendor Designated Parking:

For safety reasons, ALL vendor vehicles MUST be parked in either the church's floodplain area (behind the church) OR by Helotes Elementary School NO LATER THAN 10:45 AM.

Booth CLOSING & Take Down Time: 7:00 PM to 8:30 PM – **ALL items MUST be removed from location NO LATER than 8:30 PM.**

STILL HAVE QUESTIONS? Please contact:

Sandra Archey via email at SArchey@olghelotes.org

**The parish community of Our Lady of Guadalupe-Helotes, its priests,
staff and volunteers THANK YOU for your cooperation and support of
our parish.**

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2022 SPRING FEST
BOOTH APPLICATION FORM

We reserve the right to reject any items deemed inappropriate. Please review our informational flyer for examples of such items. Booth spaces are assigned on a FIRST COME-FIRST SERVE basis AFTER application has been submitted and payment has been processed. (\$3 credit card processing fee.)

YOU ARE APPLYING AS:

_____ A Ministry or Organization of O.L.G.-Helotes (ALL proceeds MUST benefit your Ministry or Organization)

_____ An O.L.G.-Helotes Parishioner/Vendor

_____ Community Vendor (Non-ministry/Non-parishioner)

PLEASE CHOOSE YOUR BOOTH (ONE per application):

_____ OUTDOOR 10 x 10 Space located in field adjacent to Rectory (NO tables, chairs, canopies or electricity provided) for a **Ministry or Organization = \$25.00**

_____ OUTDOOR 10 x 10 Space located in field adjacent to Rectory (NO tables, chairs, canopies or electricity provided) for a **Parishioner OR Community Vendor = \$50.00**

_____ INDOOR Space – Located in the Classrooms of the Parish Hall. A/C & electricity provided. LIMITED # OF SPACES AVAILABLE. **ALL Vendors = \$60.00**

MINISTRY/ORGANIZATION/BUSINESS NAME: _____

PRINT YOUR NAME & TITLE: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

EMAIL ADDRESS: _____ **CELL NUMBER:** _____

LIST OF ITEMS TO BE SOLD: _____

YOUR SIGNATURE: _____

FOR PARISH OFFICE STAFF USE ONLY

Date Received: _____ Time: _____

Payment Amount: _____ Received by: _____

Payment Type: _____ Cash

_____ Check Check #: _____

_____ Credit Card Last 4 of CC #: _____

Date of Deposit: _____ Accounting Initials: _____